

Sullivan County NH

Type of meeting: Board of Commissioners – Special 1st Meeting of 2007
Election of Officers and Appointments to Committees

Date/Time: Wednesday, January 03, 2007; 10:00 AM

Place: Newport County Complex – 1st Floor Commissioners
Conference Room

Attendees: Commissioners Bennie S. Nelson, Ethel Jarvis and Jeffrey Barrette; Ed Gil de Rubio – *County Manager*; Cynthia Sweeney – *County Treasurer*; Greg Chanis – *Facilities & Operations Director*; Scott Hagar – *DOC Superintendent*; Sharon Johnson-Callum (*minute taker*).

Other Attendees: Matthew McCormick – *Eagle Times staff reporter*, Wojtek Staszkiwicz – *WNTK talk show host*.

10:00 AM Mr. Gil de Rubio called the meeting to order. Cynthia Sweeney, County Treasurer, led all in the *Pledge of Allegiance*.

Mr. Gil de Rubio congratulated the County elected and appointed officials who took their Oath of Office this morning under the coordination of the NH State Sullivan County Superior Court.

AGENDA ITEM NO. 5.A COMMISSIONERS REPORT: ELECT OFFICERS

AGENDA ITEM NO. 5.A.i. COMMISSIONER CHAIR

9:59 A motion was made, by Commissioner Nelson, to nominate Commissioner Jarvis as Chair. Commissioner Barrette seconded the motion. A voice vote was taken, with all in favor.

Mr. Gil de Rubio handed the gavel to the newly appointed Chair, Commissioner Ethel Jarvis.

AGENDA ITEM NO. 5.A.ii. COMMISSIONER VICE-CHAIR

10:00 A motion was made, by Commissioner Barrette, to nominate Commissioner Ben Nelson as Vice Chair. Commissioner Nelson seconded the motion. There were no other nominations. A voice vote was taken. The motion carried, with all in favor.

10:01 A motion was made, by Commissioner Nelson, to nominate Commissioner Jeff Barrette as Clerk. Commissioner Jarvis seconded the motion. No other nominations were made. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 1 MEETING MINUTES

AGENDA ITEM NO. 1.A. DEC 19, 2006 PUBLIC MEETING MINUTES

10:03 A motion was made, by Commissioner Nelson, to accept the [Dec. 19, 2006 Public] meeting minutes as printed. Commissioner Barrette seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 1.B. DEC. 19, 2006 EXECUTIVE SESSION MEETING MINUTES
Mr. Gil de Rubio recommended they approve but permanently seal the Dec. 19, 2006 Executive Session meeting minutes as they included personnel, and listed names. Commissioner Jarvis noted there were missing comments regarding budget and dollar amounts. She will submit the missing words and where to insert them to Ms. Johnson-Callum; and the group will discuss the amendment at the next meeting.

10:04 A motion was made, by Commissioner Nelson, to table the [Dec. 19, 2006] Executive Session meeting minutes, in order for the Chair to submit the amendment to Sharon. Commissioner Barrette seconded the motion. There was no further discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 2 BANK FORMS TO APPROVE FOR CYNTHIA SWEENEY AS NEW COUNTY TREASURER

Ms. Sweeney indicated the forms required the Board to sign and authorize for on line banking as the new County Treasurer. Mr. Gil de Rubio added clarification that the forms were to also authorize the transfer of the health insurance trust to Lake Sunapee Bank, along with another account, and included signature cards, which the Board would need to approve.

10:10 A motion was made, by Commissioner Nelson, to sign the three forms on line banking health trust account, and the Registrar's equipment fund; to sign and authorize those forms. Commissioner Barrette seconded the motion. A voice vote was called. All are in favor.

AGENDA ITEM NO. 3 FACILITIES & OPERATIONS REPORT

Greg Chanis, Facilities & Operations Director, provided the Board and Mr. Gil de Rubio a FY2007 Capital Expense Worksheet, listing separately the Unity Complex, Nursing Home Specific, Department of Corrections, Newport, along with a total of all. Total Capital projects FY07 budget illustrates \$1,222,750, Estimated Final Cost illustrates \$964,550, with the Estimated Surplus at \$253,500. The group reviewed the spreadsheet, discussing projects to be brought forward to FY08. Mr. Gil de Rubio spoke about the Newport County Complex, in particular the 250,000 BTU boiler: they no longer need the boiler room and have made a deal with the Town of Newport, in exchange for the boiler room the County will be able to locate the boiler under the stairs next to the heat exchanger in the Opera House, eliminating long distance piping. They hired an engineer for the piping and are going out to bid for the boiler cost in February. In response to Commissioner Barrette's inquiries, Mr. Gil de Rubio spoke to how the previous cash accounting system worked vs. the new accrual system. Mr. Chanis noted they are estimating a surplus on the nursing home HVAC project, which is 95% complete, just need to complete duct and ceiling work within the kitchen - and the only change in the project was doing the entire ceiling in the hallway. He noted, with the remodeling, you no longer have the food smell in the hall and humidity was eliminated in the kitchen. They test fired the kitchen unit Friday and the one in dining room is operating already. Mr. Chanis will be talking with both Mr. Wojtkiewicz and Hagar regarding the patient lift, when the nursing department is ready. Mr. Chanis anticipates Scott Wojtkiewicz, Greg Chanis and he will sit down within in the next three months to discuss the care taker item in the Nursing part, as he's not ready to buy this. Mr. Chanis spoke of the Stibler design group items. They are treating interior renovations as one project, reviewed by a committee at the nursing home. The committee last met to discuss reviewing Stearns I. Mr. Gil de Rubio noted Stibler has been on board a year and he discussed the book of standards used to create uniformity in signage, color schemes, and floor coverings, of which, the dining room was a result. In response to Commissioner Barrette's inquiries about the relighting project, Mr. Chanis discussed PSNH recommendations to implement, over time, a replacement of the T12's; and, as part of interior upgrade they are looking at all lighting. Anticipate positive impact on electrical costs. Commissioner Barrette asked about the anticipated impact to emergency consumption with the HVAC upgrades? Mr. Chanis concurred it would increase. Mr. Gil de Rubio will try to get an estimate from engineers to put into the FY08 budget. Mr. Chanis spoke of Cheshire County having mixed results with heat recovering units, which he noted was not looked at for Sullivan. Commissioner Barrette requested future reviews of fuel and electric charts, to see where the County is heading. Mr. Chanis confirmed in the past 2 ½ years they've reduced fuel consumption through: steam traps and the rezoning project. They pay on average \$1.58 for #4 oil, and buy 8,000 gallons at a time.

AGENDA ITEM NO. 4 COUNTY MANAGER'S REPORT

GREATER SULLIVAN COUNTY ALL HAZARDS REGION COMMITTEE UPDATE

Mr. Gil de Rubio noted the GSCAHC meeting held 12/27/06 with NH State DHHS Commissioner John Stephen, was a success. He indicated both Commissioner Clarke and

Jarvis attended, and that Commissioner Stephen expressed pleasant surprise at the attendance. The next GSCAHC meeting will be January 18th in Newport, Jury Assembly Room; Ms. Hubbard will be holding POD [Point of Distribution] committee meetings - there are four (4) in the region; and, they are reviewing plans and are in much better shape than when they first began. He noted Sullivan County was gaining a great reputation for putting this together and thanked the former Board for encouraging the project.

INMATE TRUST FUND USE REQUEST

Mr. Gil de Rubio noted the DOC Community Corrections Division would like to hire a consultant to help with issues regarding substance abuse and searching for grants. They created an RFQ, which was placed in the papers and disbursed nationally. The RFQ noted the consultant would provide:

1. Assistance in the review and assessment of intermediate sanction programs
2. Recommended improvements to existing community corrections model
3. Suggestions and curricula materials to enhance existing programs
4. Staff training in regard to case management and inmate programs
5. Assistance in Grant Writing
6. Assistance in the design and development of a jail-based substance abuse treatment unit
7. Assistance in the design and development of a day reporting center
8. Ongoing support in terms of grants funding and best practice information available nationally

Mr. Hagar noted only SCIP [Sullivan County Intervention Program – a district court intervention program] was run using grant funds. He noted there were a few other programs that could be enhanced through grant funds and would like to have the consultant help them move in to the future. He spoke of a current legislative bill allowing for DRC's to be put under the supervision of Superintendents DOC. They want to continue development of substance abuse treatment programs. The consultant will work directly with staff and via tele-conference. Funds for the consultant would come from the DOC Inmate Trust Fund, which includes revenue from inmate telephone calls, that the County receives a commission on. Half goes to General fund and ½ to the trust with the trust paying for education and programs. Mr. Hagar noted four organizations responded to RFQ, of which one submitted an application, Kevin Warwick. The consultant charges \$2,100 per month, \$25,200 per year. Mr. Gil de Rubio pointed out using these funds do not affect the County budget, nor County payer taxes.

Commissioner Barrette asked if any other program would be affected by them using the funds for the consultant? Mr. Hagar confirmed there would be no impact on other programs. He explained they use the funds for items that benefit inmate population and deal with programmatic services; and, when using funds they must decide as a group if the project meets the true spirit of what it was intended for. Mr. Hagar is happy with Mr. Warwick's previous work and since he's from Chicapee MA, the costs are reduced as he's local; plus, Warwick is familiar with the County, and was the NIC consultant to do the 2002 needs assessment. Mr. Hagar noted Warwick is an alternative consultant and has all the qualifications. Mr. Gil de Rubio noted he worked with Warwick for five years and that he's currently working through Ricci Greene on the Sullivan County Criminal

Justice System/DOC needs assessment; has his "ears to the ground" on Federal grants and is a good grant writer. The balance of the trust fund is approximately \$30,000, a high for the account, per Supt. Hagar. He noted they've been conservative, planning for this type of project, as the account normally has about a \$21,000 level. Mr. Hagar noted the inmate population has been averaging 15 a month, so anticipates more revenue in the account due to that factor.

11:13 A motion was made, by Commissioner Nelson, to bring on Kevin Warwick. Commissioner Barrette seconded the motion. Discussion – Commissioner Jarvis asked where the money was to come from? Mr. Gil de Rubio reiterated, the funds would be taken from the inmate trust fund account and monitored by DOC. This account includes funds through the inmate commissary, fees for inmate telephone calls and is seen under account 10202.02218. Mr. Gil de Rubio noted this account is not seen through the budget; it appears on an audit report under the balance sheet and is reflected in the financial reports. The PO is processed through the same account system and is reviewed by him and the Board. He noted funds are documented as revenues coming in and expensed as a liability. Mr. Hagar reiterated that the balance of the account typically stays around \$21,000 a year. Mr. Gil de Rubio noted the funds come through the General Ledger, but not part of the expenses. Mr. Gil de Rubio reminded the Board of the numerous other bank accounts reined in by the auditor's request that now they go through the General Ledger, but are not seen in the expense side. A voice vote was taken on the motion. All were in favor.

DOC INMATE WORK – GOSHEN NH THANK YOU LETTER

Mr. Gil de Rubio read from a letter dated December 11th from the Town of Goshen Selectmen, wishing to express their appreciation for a job well done through the DOC work program. Inmates, under the guidance of Lt. Doug Robert's and Officer Ken Swain, coordinated inmate work to reclaim Newton Wayside Park, cleaned up the Sugar River view along Route 10 in the center of Goshen, provided maintenance of the Town cemeteries and painting and maintenance at the Goshen-Lempster Cooperative School. Mr. Gil de Rubio and Mr. Hagar, both confirmed to Commission Nelson they followed up with the Town of Sunapee, to personally ask if they had projects the inmates could work on, as a result of a previous comment made to Commissioner Nelson that they had not been aware of the inmate work program. Mr. Hagar confirmed Claremont, Unity, Acworth and Goshen have utilized the program. His vision is to provide 1500 hours inmate labor before the end of the calendar year.

JANUARY 11, 2007 SPECIAL MEETING

Mr. Gil de Rubio pointed out a special meeting was set for Commissioner Barrette to meet representatives from Genesis ElderCare, Ricci Greene, Mike Pulling of HCMA and representatives from Russell Construction.

AGENDA ITEM NO. 5. COMMISSIONERS REPORT

No individual reports provided by Commissioners.

11:20 Both Mr. Chanis and Mr. Hagar left the meeting.

AGENDA ITEM NO. 5.B. COMMITTEE APPOINTMENTS:

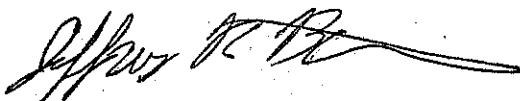
- Nursing Home Resident Trust Fund – Mr. Gil de Rubio noted one Commissioner is part of this committee. Commissioner Jarvis is currently on the committee and will remain.
- Sullivan County Criminal Justice Coordinating Committee – Mr. Gil de Rubio noted all three are on the committee. Commissioner Nelson will continue as Chair.
- Sullivan County Land Assessment Committee – Commissioner Jarvis is currently Chair and will continue.
- Sullivan County Facilities [Buildings] – Mr. Gil de Rubio noted all three Commissioners participate in the committee.
- 5% incentives/NH State incentive funds – Mr. Gil de Rubio noted all three participate in the committee. The funds provide services to children oriented programs through the County Human Services Coordinator, Sherrie Curtis, as director for the committee. She advertises for applicants and brings all applications before the committee for review. Commissioner Nelson noted, historically, funds run from \$230,000 – \$240,000. Commissioner Jarvis commended the procedure last year where Ms. Curtis toured each of the program sites and reported back to the committee.
- UNH Cooperate Extension Committee – Commissioner Nelson is currently on the committee and will remain.
- Upper Valley Lake Sunapee Regional Planning Commission – Commissioner Barrette volunteered to sit on the committee.

AGENDA ITEM NO. 6 PUBLIC PARTICIPATION

There was no public participation.

11:34 A motion was made, by Commissioner Barrette, to adjourn the meeting. Commissioner Nelson seconded the motion. A voice vote was taken. All were in favor.

Respectfully submitted,



Jeff Barrette, Clerk
Board of Commissioners
JB/s.j-c.